



**Housing Delivery**  
Main Floor - 280 Broadway  
Winnipeg MB • R3C 0R8  
[manitoba.ca/housing](http://manitoba.ca/housing)

Tel: (204) 945-7573  
Toll Free : 1-866-689-5566  
Fax: (204) 948-3035

<Date>

<Name>  
<Address>  
<City>, MB <Postal Code>

**Ref. No.:**

**Re: Secondary Suite Program**  
**Subject Property Address:**

Enclosed is a cheque in the amount of **\$<Dollar Amount> (Written Dollar Amount--XX/100 dollars)** and represents the final advance for work completed at your home under the Secondary Suite Program. The final details of your loan are as follows:

Total Project Cost:	\$
Forgivable Loan Amount:	\$
Homeowner Equity:	\$

Loan Forgiveness Start Date:  
Maturity Date:

You are advised that it may be necessary to retain lien holdbacks in the amount of 7.500% as required by the provincial law.

Please be advised that your file will not be closed and the loan forgiveness period started until the signed Statutory Declaration is received at our office. Please submit the statutory declaration by **14 days**.

Please refer to your Secondary Suite Financial Assistance Agreement (FAA) for the terms and conditions related to this funding. Your Agreement is in effect for 10 years and will expire on **<Date>**, at which time the forgiveness will be earned.

Questions regarding this matter may be directed to **Adjudicator** at 204-945-####

Yours truly,

Shannon Greer  
Manager, Renovation and  
Home Owner Delivery

Enclosures: Invoice  
Cheque

c: Diane Gislason, Loans Administration, Manitoba Housing  
c: Portfolio Management

SG/**adjudicator initials**

